

Connecticut State Library

State Archivist

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THE PAGE!

Open To: The Public **(no exam necessary)**
Position No.: 34951
Location: 231 Capitol Ave, Hartford CT
Schedule: Full Time – Monday through Friday
Hours: 8 hour days; 40 hour workweek
Salary: \$ 3,132.23 bi weekly (new state employees (AR28/Step 1))
Closing Date: August 20, 2014 by 4pm; no exceptions

The preferred candidate will have experience in the development and administration of an archives program; advanced knowledge or expertise in the management and preservation of electronic records; advanced knowledge or expertise in recognized archival standards and best practices; experience processing digital and analog collections; experience with records management principles; experience in grant administration; supervision of archives staff; experience in leading and working with statewide organizations; and knowledge of Connecticut history desirable.

PURPOSE OF CLASS: In the State Library, Archives, this class is accountable for supervising all activities relating to acquisition, organization of and accessibility to archival and manuscript materials.

EXAMPLES OF DUTIES: Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; surveys records of Connecticut State agencies to determine their potential value to State Archives; appraises records and other materials offered or available for acquisition for their archival value and accessions those determined to be appropriate for State Archives; plans and manages physical transfer of accessioned records to State Library and their arrangement, packing, labeling and shelving; prepares or supervises preparation by others of guides, registers, calendars, lists and indexes to archival and manuscript materials; consults with State Library administration in matters concerning scheduling, preservation and disposition of government records with special concern for their historical value; as requested, provides advice and assistance on archival and historical records matters to private individuals, public libraries and non-government organizations; participates in selection of published materials relating to State Archives; prepares or assists in preparation of exhibits based upon items from State Archives; may represent library at conferences and meetings; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of current principles and practices of archives management; considerable knowledge of modern library principles and practices; considerable knowledge of United States history; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to perform historical research; supervisory ability.

EXPERIENCE AND TRAINING: General Experience: A graduate degree in American history, archives administration, government, library science or a closely related field AND two (2) years' experience in professional archival work OR professional library work including work with archival materials which includes experience in historical research.

The official job specification may be viewed at: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=6181>

The salary plan is available at: <http://www.das.state.ct.gov/HRDocs/CompPlans/AR%202014%2007%2001.pdf>

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the preferred skills should submit **a cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>)** to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services/SMART Unit
165 Capitol Ave, 5th Floor East
Hartford, CT 06106

Confidential Fax: (860) 622-4921

OR

Email to DAS.HR.SMART@ct.gov, MUST include Archivist 34951 (last name) in subject line.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.